

Career Planning Checklist

THE PRISCILLA A. SCOTLAN CAREER SERVICES CENTER offers a variety of programs and services to help you choose a major, get real-world experience, explore career options and find a satisfying career. Below is the Career Planning Checklist that students can follow in preparation for finding a job after graduation from USF and attending graduate school. For more information about our programs and services, please visit our website www.usfca.edu/csc

First Year

- Visit the Career Services Center, located in UC 5th Floor, and find out what services are available.
- Meet with a career counselor during our drop-in hours to begin to explore career options.
- Discuss career interests with a faculty advisor to plan relevant course work.
- Take a Career Assessment.
- Read "What can you do with this major?" resource.
- Strengthen personal development by volunteering for community service.
- Update profile in Handshake account.
- See Handshake for part-time jobs off-campus.
- Get involved with student groups related to your major and/or career interests.
- Login to Handshake and sign up to receive announcements about career events.
- Keep informed about CSC programs and career ideas through our events calendar.

Second Year

- Find a part-time job, off campus or on campus to build your work experience.
- If you are undecided about your major, meet with a career counselor.
- Work with a career counselor to clarify values, and identify preliminary career interest.
- Read about and research different careers of interest to you.
- Research study abroad options.
- Ask a counselor to help you prepare or update a resume.
- Go on an informational interview or job shadow someone in careers of interest.
- Learn how to network to get a job.
- Apply for an internship to begin fall semester of your junior year.
- Take a leadership role in a student club or organization to build new skills and gain valuable experience.

Third Year

- Explore current occupational information in our online resources.
- Identify internships in Handshake and Internship Exchange.
- Meet with a counselor to discuss taking the Strong, or CISS and the MBTI assessment tests to help you explore your career options.
- Research possible graduate schools.
- Understand admission requirements, timelines, and procedures for Grad Schools.
- Attend the Career Fair and find out what employers will be looking for.
- Talk to a career counselor about career options or graduate school.
- Create a LinkedIn Profile, the online professional networking community, and join USF LinkedIn group.
- Prepare or update your resume and get counselor feedback.
- Get a summer job or internship related to your major or career interests.

Fourth Year

- Meet with a career counselor and plan a strategy to maximize your senior year.
- Sign up for On-Campus Interviews on Handshake.
- Decide on your best option after graduation, and come up with one or two backup plans just in case.
- If you are applying to graduate school create a study plan for the GRE, GMAT, LSAT, CBEST, PRAXIS, or MCAT.
- Attend Resume Writing and Interviewing Workshops.
- Apply to participate in a trek, where you will visit a bay Area employer and learn about a specific industry.
- Learn market trends and salary expectations for your industry and career of interest.
- Gather relevant job application materials. (Resume, Cover Letter, References, Examples of Work)
- Attend the Career Fair to network and discuss opportunities with Bay Area Employers.
- Identify top skills/interests from past work experience to prepare for interviews.
- Set up a videotaped mock interview session to practice your skills.
- Use Handshake to identify job opportunities.